

Division Office – Division Property and Supply Section

The Division Office has its own property and supply section which is tasked to provide services within the division office, district offices, elementary and secondary schools under its jurisdiction. The section is headed by a Division Supply Officer.

Functions of Division Property and Supply Unit

1. Consolidates PPMP into APP.
2. Prepares Agency Procurement Request (APR) for all items to be procured at the DBM-PS including procurement of common-use items that are available at DBM-PS.
3. Prepares PR for common-use items not available at DBM-PS and not exceeding Php 250,000.00 for submission to BAC.
4. Requests and conducts pre-inspection of supplies and materials.
5. Accepts delivered supplies, materials and equipment based on the approved Purchase Order (PO)/Contract/Job Order (JO) and prepares Inspection and Acceptance Report (IAR).
6. Prepares and submits disbursement vouchers together with the necessary documents to the Accounting Unit for payment.
7. Distributes available supplies, materials and equipment to the different requesting end-users with the corresponding Inventory Custodian Slip (ICS) and Acknowledgement Receipt on Equipment (ARE).
8. Prepares the monthly Report of Supplies and Materials Issued (RSMI) to be submitted to the Accounting Office every 5th day of the succeeding month.
9. Monitors and prepares report on the deliveries of all centrally procured supplies, materials and equipment for submission to the Regional Office.
10. Consolidates the reports submitted by the schools.

11. Prepares Report on the Physical Count of Inventories (RPCI) and the Property, Plant and Equipment (PPE).
12. Identifies unserviceable equipment and waste materials for disposal and prepares Inventory and Inspection Report of Unserviceable Property (IIRUP) and Waste Materials Report (WMR) for submission to the disposal committee.
13. Conducts seminars/workshops for supply officers and property custodians (division, district and school levels) regarding updates on supply/property management.
14. Signs clearance of property accountability for all officials and employees at the Division.